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Catering Services — Ready Technical and Financial Proposal Template (with Local Content & HACCP)

Government Tenders — Catering & Nutrition Services Sector Catering Services 416 views

Technical Proposal Summary

This is a guidance template showing the complete structure of a technical proposal for catering services tenders — each item has a brief explanation of what to write and why bid evaluators care. Built on the unified Saudi RFP for catering services, with detailed coverage of the Local Content section and the technical specifications for food receipt, storage, and HACCP standards.

1. Technical Proposal Cover Page

Item	Guidance
Tender Name	Write the full name (e.g. catering services for hospital ...).
Tender Number	The number on the RFP cover.
Government Entity + Department	Official name (e.g. Riyadh Health Cluster / Support Services Department).
Bidding Company	Commercial name + registration number + activity (must include catering / food services).



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Bid Validity

Hijri + Gregorian.

90 days from envelope opening date.

2. Executive Summary

Guidance: 4–6 lines summarizing: **service nature** (hospital/student housing/military camp), daily beneficiaries, required meal counts, your commitment to food safety standards (HACCP), and targeted localization and local content percentages.

3. Company Overview

Field	Guidance
Commercial name + registration number	Must include the activity: catering / food services / nutrition.
Year of establishment + capital	≥ 5 years catering experience improves technical ranking.
Professional certifications	HACCP, ISO 22000 (Food Safety), ISO 9001 (Quality), ISO 14001 (Environment), Saudi Food & Drug Authority certificate.
Licenses	Municipal license for food activity + Ministry of HR license + Nitaqat enrollment.
Employees + localization rate	State total headcount and your Nitaqat band (Platinum/Premium Green strengthens awarding).
Branches and central kitchens	A central kitchen near the project site is a major advantage for fresh meals.

4. Past Experience in Catering Services

Project Name	Owning Entity	Daily Meals	Beneficiary Type	Contract Value	Year
<i>Example: King Faisal Hospital nutrition</i>	<i>Ministry of Health</i>	<i>3,500 meals/day</i>	<i>Inpatients + staff</i>	<i>22M SAR/year</i>	<i>2023</i>
<i>Add a row for each contract</i>	—	—	—	—	—

5. Scope of Work Understanding

Guidance: Explain in detail per the Detailed Scope of Work section in the RFP: **number of beneficiaries, daily meals, diet types (regular/diabetic/renal failure/special), serving times, distribution mechanism.** Quote RFP clauses and demonstrate your understanding of each.

5.1 Required Service Nature

Service	Details
Meal preparation	<i>Breakfast/lunch/dinner counts, special diets</i>
Food materials supply	<i>Per the BOQ attached to the RFP</i>
Equipment and utensils supply	<i>Serving tools, trays, consumables</i>
Specialized labor provision	<i>Chefs, dietitians, workers, supervisors</i>
Meal delivery and handling	<i>Heat-retaining carts, scheduled department delivery</i>
Kitchen and dining hall cleaning	<i>Before and after every meal per approved schedule</i>



methodology = competitive edge.

6.1 Food Receipt (per RFP food safety requirements)

Comply with the temperatures specified in the RFP for receiving each item:

Food Type	Required Receipt Temperature	Procedure
Frozen foods	-4 to -8 °C	Measure with calibrated thermometer + log
Chilled foods	1 to 8 °C	Measure + reject shipment on deviation
Fresh eggs	0 to 4 °C	Visual inspection + crack test

Guidance: Comply with an approved supplier list, full visual inspection, label verification (production date, expiry date, country of origin, approved factory).

6.2 Food Storage (per RFP and municipal requirements)

Requirement	Required Standard
Issue system	FIFO (First-In-First-Out) — dates written on every container.
Height above floor	≥ 15 cm on clean shelves.
Distance from wall	≥ 40 cm to facilitate cleaning and pest control.
Frozen storage temperature	-18 to -20 °C
Chilled storage temperature	0 to 5 °C



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14 to 25 °C, low humidity

Chemical separation

Completely separate storage from food.

Pest control

Contract with certified company + monthly reports.

6.3 Meal Preparation (Kitchen)

HACCP compliance at every stage (Critical Control Points).

Separation between raw meat, vegetables, and ready meals (Cross-contamination prevention).

Meat cooking temperature ≥ 75 °C for at least 15 seconds.

Oil temperature monitoring (not exceeding 180 °C).

Daily temperature logs approved by quality supervisor.

6.4 Distribution & Service

Hot/Cold heat-retaining serving carts.

Time from kitchen to patient ≤ 30 minutes.

Hot meal temperature at service ≥ 60 °C.

Patient/nurse signature on meal receipt.

6.5 Daily Meal Schedule

Meal	Suggested Service Time	Notes
Breakfast	6:30 – 7:30 AM	Variety: cereals, eggs, dairy, bread.
Snack	10:00 AM	Fruit + juice.
Lunch	12:30 – 1:30 PM	Main dish + appetizers + salad + dessert.
Snack	4:00 PM	—



6.6 Special Diets (for Hospitals)

Diabetic diet (low simple carbs).

Renal failure diet (low potassium, phosphorus, sodium).

Hypertension diet (DASH — low sodium).

Soft / liquid / fasting diets.

Allergy diets (gluten-free, lactose-free, nut-free).

7. Schedule (Gantt Chart)

Phase	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Mobilization & kitchen setup	■					
Staff hiring + training	■	■				
Supplier and menu approvals	■	■				
Trial operation			■			
Full operation (continuous)			■	■	■	■
Monthly reports + HACCP audit			■	■	■	■

8. Organizational Structure & Localization Rates



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Mandatory guidance: The percentages below are from the unified RFP — must be applied. Failure to follow localization rate causes bid disqualification.

Job Level	Mandatory Localization Rate	Example Catering Roles
Top Management	100%	General manager, finance manager.
Engineering & Specialized	40%	Dietitian, public health doctor.
Supervisory	100%	Site manager, kitchen supervisor, quality supervisor, safety supervisor.
Technical	50%	Head chef, quality inspector, equipment technician.
Operational & Craft	30%	Assistant chefs, cleaning workers, serving workers.
Administrative & General Support	70%	Secretarial, procurement, warehouse.
Low-skill labor	Set by entity in each contract	General-purpose workers.

9. Key Personnel CVs + Job Specifications

Guidance: The RFP requires specific qualifications for the site manager and dietitian:

Position	Required Qualification	Min. Experience
Site manager	BSc in Food & Nutrition or Hospitality Management (Food/Catering/Nutrition).	≥ 2 years.
Dietitian	BSc in Human Nutrition, Food Sciences, Home Economics (Nutrition track), or Food	≥ 2 years in hospital



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Technology.

nutrition.

Kitchen supervisor

Diploma in culinary arts + food safety

5 years.

certificate.

Head chef

Certified culinary arts diploma.

3 years.

Quality & safety
supervisor

Certified HACCP + ISO 22000 Lead Auditor.

3 years.

Occupational
health supervisor

NEBOSH or equivalent.

3 years.

10. Minimum Wages

Mandatory: These are the minimum wages for citizen employees, including all allowances and before social insurance deductions.

Job Level	Minimum Wage
Top Management	8,400 SAR + 600 × years of experience
Engineering & Specialized	8,400 SAR
Supervisory	7,000 SAR
Technical	6,000 SAR
Operational & Craft	5,000 SAR
Low-skill	4,000 SAR

11. Food Material Specifications

Guidance: Examples from the RFP — complete the list per the BOQ in your specific RFP.



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Specifications

Unit

Beef

Frozen young veal cuts (legs), per the label specifications.

kg

Chicken

Locally produced, fresh within 2 days or frozen within 4 months, head/entrails/feet removed, weight $\geq 800\text{g}$ — quarter chicken per person.

kg

Rice

Basmati / Mazza per Saudi standard.

kg

Oils

Sunflower / olive oil per SASO standard.

liter

Vegetables
and fruits

Fresh daily, visual inspection on receipt.

kg

Dairy

Local, fresh milk produced within 24 hours of receipt.

liter

12. Equipment Specifications

Category	Examples
Cooking equipment	Industrial gas/electric ovens, grills, deep fryers, multi-burner stoves.
Preparation equipment	Meat cutters, industrial mixers, juicers, grinders.
Refrigeration & freezing equipment	Walk-in cool rooms, freezers, display refrigerators.
Washing & sanitation equipment	Industrial dishwashers, foot-pedal hand sinks, three-compartment sinks.
Transport equipment	Heat-retaining carts, insulated meal transporters.
Measurement & monitoring devices	Calibrated thermometers, oil pH meters, colony counter.



Certification / Standard	Requirement
HACCP	Mandatory — identify Critical Control Points at every stage.
ISO 22000 (Food Safety Management)	Mandatory for large operations.
ISO 9001 (Quality)	Required.
Worker health certificates	Valid health certificate (renewed every 6 months) for every food worker.
Food Handler training	Saudi Food & Drug Authority certified for every worker.
Periodic microbiological testing	Monthly samples of surfaces, hands, and meals.

14. Risk Management Plan

Risk	Mitigation
Food poisoning	Strict HACCP, periodic testing, immediate isolation of suspicious materials.
Power outage	Backup generator for chillers and freezers.
Supply delays	Backup supplier agreements, weekly safety stock.
Worker contagious illness	Immediate suspension + medical exam + contact tracing.
Major equipment failure	Preventive maintenance + spare parts in inventory.



15. Emergency Response Plan

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Poisoning scenario: stop meal service + notify entity + collect samples + report

within 2 hours.

Kitchen fire scenario: automatic suppression system + evacuation team training.

Water outage scenario: backup tanks + emergency supply contract.

24/7 emergency contact list (manager, authority, Civil Defense, ambulance).

16. Training & Knowledge Transfer Plan

Program	Group	Frequency
Food Handler safety	All catering workers	Annually
Advanced HACCP	Supervisors and chefs	Annually
First aid	Supervisors	Annually
On-job training for entity staff	Per entity request	Per program
Local content policy	Procurement department	Annually

17. Performance Indicators (KPIs)

KPI	Target	Measurement Frequency
Hot meal temperature at service	$\geq 60^{\circ}\text{C}$	Daily
Kitchen-to-patient delivery time	≤ 30 min	Daily
Meal schedule compliance	$\geq 99\%$	Weekly
Confirmed food poisoning cases	0	Monthly
Beneficiary satisfaction	$\geq 90\%$	Quarterly via survey



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Surface logical positives

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Local content achieved %

0%

≥ contract target

Monthly

Quarterly

18. Local Content Compliance (Mandatory)

Guidance: This section is mandatory per the Local Content Authority's preference regulation. Omitting it = disqualification.

18.1 Mandatory List Compliance

National food products on the mandatory list must be sourced from certified Saudi factories (e.g.: dates, dairy, poultry, eggs, oils, sugar, local flour).

18.2 Baseline + Targeted Percentage

Item	Value
Establishment-level baseline (Local Content Authority certificate)	... %
Minimum required in the RFP	... %
Targeted percentage in this contract	... %
How you'll achieve it	<i>Source ≥ 80% of vegetables/dairy/eggs/chicken locally; localization ≥ 50% in technical and supervisory positions</i>

18.3 National Products Share

Specify in the BOQ whether each product is national or imported. **Failing to specify = automatic foreign classification = loss of 10% preference.**



Zakat & income tax certificate + social insurance.

Localization (Nitaqat) certificate.

HACCP, ISO 22000, ISO 9001 certificates.

Municipal license + Saudi Food & Drug Authority certificate.

Local Content Authority certificate + baseline.

Past catering contract completion certificates.

Full CVs for key personnel + accredited academic certificates.

Approved supplier lists + their certificates.

Bid submission letter + local content commitment template.

Financial Proposal Summary

Guidance financial proposal template for catering services tenders — explaining each item with realistic Saudi market price ranges. Reference prices only; must be based on a real study for your company.

1. Financial Proposal Cover Page

Item	Guidance
Total before tax	Numbers and words.
VAT 15%	Added clearly.
Total including tax	The figure used in evaluation.
Single meal price (if priced per meal)	Typically 18–35 SAR for full hospital meal.
Bid validity period	90 days.



2. Financial Summary by Items

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Item	Value (SAR)	%
Labor costs	...	Typically 30–40%
Food materials costs	...	Typically 35–45% (largest in catering)
Equipment and operations costs	...	Typically 8–12%
Indirect expenses	...	Typically 8–12%
Profit margin	...	Typically 6–12%
Total before tax	...	100%

3. Detailed Labor Costs

Guidance: Salaries below include the mandatory minimum for citizens — can be raised for competitiveness.

Position	Count	Total Monthly Salary (SAR)	Citizen/Resident	Annual Total
Site manager	1	10,000–15,000	Citizen	...
Dietitian	1–3	8,400–12,000	Citizen 40%	...
Kitchen supervisor	2–4	7,000–9,500	Citizen 100%	...
Quality & food safety supervisor	1	7,000–10,000	Citizen	...
Head chef	2–4	6,000–9,000	Citizen 50%	...
Assistant chefs	...	5,000–6,500	Citizen 30%	...



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	...	4,000–5,000	—	...
Service and distribution workers	...	4,000–5,000	—	...
Kitchen cleaning workers	...	3,500–4,500	—	...
Warehouse keeper	1	5,000–6,500	Citizen 70%	...
Female workers in women's sections	As needed	4,500–6,000	Mandatory for women's sections	...
Annual Labor Total				...

4. Detailed Food Materials Costs

Guidance: Largest item in catering. Calculate as **cost per meal × daily meals × contract days**. Material prices fluctuate — request 3 quotes from approved suppliers.

Category	Expected Monthly Cost (SAR)	Annual Total	National/Imported
Meats and poultry	...	...	Local chicken / imported beef
Fish and seafood	...	...	Local/imported
Fresh vegetables and fruits	...	...	National (≥ 70%)
Rice and grains	...	...	Usually imported
Dairy and cheese	...	...	National (≥ 90%)



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National 100%
(mandatory list)

Oils and ghee	...	...	National/imported
Canned goods and legumes	...	...	—
Spices and seasonings	...	...	—
Beverages and juices	...	...	National (≥ 80%)
Bakery	...	...	National
Annual Food Materials Total		...	—

5. Detailed Equipment & Operations Costs

Item	Annual Value (SAR)
Cooking equipment lease/depreciation	...
Refrigeration equipment lease/depreciation	...
Delivery and storage carts	...
Dishwashers + sterilization	...
Equipment preventive maintenance	...
Daily consumables (trays, cups, napkins)	...
Cleaning and sanitization materials	...
Uniforms + personal protective equipment	...



6. Indirect Expenses

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Item	Annual Value (SAR)	Guidance
Administrative office rent	...	Kitchens often provided by entity.
Utilities (electricity, water, gas)	...	Verify if charged to contractor or entity.
Worker accommodation	...	Mandatory per labor law.
Worker transportation	...	—
Worker insurance + professional liability + health insurance	...	Mandatory.
Periodic lab testing	...	Monthly samples.
Pest control (annual contract)	...	Certified company.
Licenses and certifications	...	Annual renewal.
Training	...	Mandatory.
Bank guarantees	...	1–2% initial + 5% final.
General administrative expenses	...	—

7. Profit Margin

Guidance: 6–12% for catering — higher loses price evaluation, lower threatens material quality.

8. Total Before Tax + VAT + Total Including



Statement	Value (SAR)
Costs + profit margin	...
Total before tax	...
VAT 15%	...
Total including tax	...
Single meal cost including tax	...

9. Proposed Payment Schedule

Guidance: Catering contracts typically pay monthly based on actual meals delivered.

Payment	Timing	%
Monthly payments	End of each month	Based on actual meals × meal price
Final payment	After final delivery	5%

10. Financial Guarantees

Guarantee	%	Duration
Initial guarantee	1–2%	Until award
Final guarantee	5%	Throughout contract
Retention	5%	Until end of warranty

11. Local Content Calculations



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Value

Total food procurement value

...

National products value within procurement

...

National products share

... %

Establishment-level baseline

... %

Targeted percentage in contract

... %

Financial evaluation formula per the RFP evaluation criteria:

Financial evaluation = (lowest bid price ÷ bid price) × 60% + (targeted local content × 50% + baseline × 50% + 5% for listed company) × 40%

Violation	Penalty
Failure to achieve targeted local content	Penalty up to 10% of contract value
Failure to meet localization rate	Penalties + negative performance evaluation + possible contract termination
Failure to meet minimum wages	Ministry of HR penalties + exclusion from future tenders

12. Notes & Financial Conditions

Prices include all costs (materials, labor, transport, accommodation, insurance, cleaning).

Prices fixed throughout contract, not affected by food price fluctuations.

Additional meals (visitors/emergencies) priced at the approved meal price.



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Quantity changes > 25% trigger price renegotiation.

Payments in Saudi Riyal via bank transfer within 30 days of monthly invoice approval.

How to use this template?

Read the full RFP, especially the detailed scope of work and technical specifications sections.

Review the localization rates required for each job level before pricing labor.

Comply with the minimum wages stated in the RFP — any shortfall = penalties.

Source from approved national suppliers as much as possible to raise local content.

Attach your certificates (HACCP, ISO 22000, Saudi Food & Drug Authority) — their absence weakens the technical bid.

Submit a detailed food safety plan (Critical Control Points) — this is the most heavily scrutinized item by the technical committee.

Top reasons catering bids get disqualified

Failure to provide HACCP or ISO 22000 certificate (near-mandatory).

Lack of qualified dietitian (mandatory for hospitals).

Localization rate below required for any level.

Suspiciously low meal prices (under 12 SAR usually = quality concerns).

Lack of operationally detailed receipt and storage plan.

No proper worker accommodation.

Failure to assign female workers to women's sections.

Why use Ataa AI?

This template is reference material — but **Ataa AI** generates a **complete, content-filled technical & financial proposal customized to your specific RFP** for catering services in



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5 minutes. Upload the RFP (PDF) and receive a Word + Excel file ready for direct submission on the ELMAT government platform, with localization and local content calculations completed.

Notice: The catering sector is subject to strict oversight by health and municipal authorities. Comply with every detail of the RFP without exception — shortfalls in catering services can cause health crises and legal liability for both the company and the government entity.

Build your own — automated by AI

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